



CONSERVATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONSERVATION, DEPARTMENT OF	RELEASE DATE:	Friday, January 17, 2014
POSITION TITLE:	Chief Deputy, State Oil and Gas Supervisor	FINAL FILING DATE:	Tuesday, February 4, 2014
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$10,237.00 / Month	BULLETIN ID:	01172014_1

POSITION DESCRIPTION

ONE VACANCY LOCATED AT HEADQUARTERS IN SACRAMENTO.

Under the general direction of the Department of Conservation's Director and the State Oil and Gas Supervisor, the Chief Deputy plans, organizes, and directs the staff responsible for the operation of the Division of Oil, Gas, and Geothermal Resources (DOGGR) within the Department of Conservation. This includes approximately 139 permanent employees statewide. The Chief Deputy assists the State Oil and Gas Supervisor by directing a statewide regulatory, technical and field operations programs designed to prevent waste and damage to oil, gas or geothermal energy deposits, provide for increase in ultimate recovery of resources and prevent contamination of fresh water resources. Serves as a member of the Director's executive team and makes policy recommendations to the Directorate and the Natural Resources Agency on sensitive program issues including issues related to the administration of district field offices statewide. Identifies and reviews the objectives of present or proposed programs, functions and operation, and goals identified in the DOGGR strategic plan to ensure their relationship to the basic goals of the Department. The Deputy will have primary responsibility for updates to the Division's strategic plan, ensuring specified objectives and action plans are accomplished. Directs the field surveillance program through district deputies or program managers who carry out the responsibilities regulating the drilling, operation, maintenance and plugging and abandonment of oil, natural gas and geothermal wells and related facilities and pipelines. Regularly visits district offices to ensure field operations are consistent with headquarters' policies, procedures and guidelines. It is anticipated the Deputy will travel to each district office, at a minimum quarterly. The Deputy will provide direction to district deputies for formal orders, violation notices, civil penalties, and other regulatory actions and prepares staffing forecasts and division budgets.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

SPECIAL REQUIREMENTS

CA Public Resources Code

3101. The supervisor shall appoint one chief deputy and at least one district deputy for each of the districts provided for in this chapter, and shall prescribe their duties.

3103. The chief deputy shall be a competent engineer or geologist, registered in the state, and experienced in the development and production of oil and gas.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
2. Knowledge of the federal and state regulations that apply to and impact the Department and the Department's mission, goals, programs, and policies pertaining specifically to the Division of Oil, Gas and Geothermal Resources.
3. Knowledge of the Public Resources Code laws and California Code of Regulations relating to Oil, Gas and Geothermal Resources.
4. Knowledge of the principles and practices of organization, fiscal and human resource management, the legislative process, and the Department's equal employment opportunity program.
5. Demonstrated capacity to make high level decisions on a variety of challenges in a fast-paced and changing environment.

SPECIAL PERSONAL CHARACTERISTICS

1. Excellent oral and written communication.
2. Dependability, flexibility, and integrity.
3. Willingness to work long hours over extended periods of time.
4. A personal commitment to the mission and goals of the Department of Conservation and the Division of Oil, Gas and Geothermal Resources.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy, State Oil and Gas Supervisor**, with the **CONSERVATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of an application and Statement of Qualifications Screening Committee. All interested applications must file a Standard State Application (STD 678), a resume, and a Statement of Qualifications. All applications/resumes must include “to” and “from” dates (month/day/year). The Screening Committee will compare each applicant’s qualifications for the position against specific job related evaluation criteria developed from the minimum qualifications, desirable qualifications, statement of qualifications and special personal characteristics.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and special personal characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments including your ability to articulate management needs and outcomes to staff.
2. Describe your ability and experience in planning, organizing and directing the work of multidisciplinary professional and administrative staff including your ability to manage senior level personnel and hold them accountable to set objectives and standards.
3. Describe your knowledge of the principles and practices of public administration, organization and management, include in your response experience in Oil, Gas and Geothermal Resources’ programs.
4. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
5. Describe your knowledge and experience in the field of oil, gas, geothermal drilling, or production operations.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 pm on the final filing date will not be accepted. Application packages must also include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length using no smaller than a 12 point font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONSERVATION, DEPARTMENT OF, Human Resources Office
801 K Street, 22nd floor, MS 22-13, Sacramento, CA 95814
Sandra St. Louis | (916) 322-6412 | Sandra.Stlouis@conservation.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to the address indicated above.

Questions regarding the examination process should be directed to Sandra St. Louis.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONSERVATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)